

Date: January 29, 2003
To: Federal Executive Board Members
From: Special Emphasis Program Chair—John Nassif
Re: Greater St. Louis Federal Women's Program Council
Annual Training and Awards Program

The Federal Women's Program Council will conduct its 30th Annual Training and Awards Program on March 26, 2003. This event incorporates the 2003 Women's History Month theme of "*Women Pioneering the Future*". This theme acknowledges pioneering women past and present in the creation and advancement of educational and professional opportunities.

The program covers a broad range of topics including employee benefits in the Long Term Care Program and the Thrift Savings Plan, and workplace issues of leadership and interpersonal relations. Linda Pulliam-Key, a motivational speaker, will give the keynote address. Stephanie Winters, a lawyer with the US Army, will provide an historical perspective on women in the legal profession.

The Federal Women's Council continues support for "*Dress For Success*" a non-profit organization. Women are referred to Dress for Success by a number of non-profit member organizations like homeless shelters, domestic violence shelters, and job training programs. Details about the collection effort are enclosed.

The site for the 2003 Seminar is Orlando's located at 4300 Hoffmeister in St. Louis County. The registration fee is \$35.00 per participant, and the deadline is March 20, 2003, or when the seating capacity has been reached. Registration information is enclosed. Note that phone or fax reservations will not be accepted.

I encourage you to consider this training for your employees. Please contact Bonita Bernaugh, Federal Women's Program Council President at (314) 260-2791 or Alberta Gully, Vice-President at (314) 263-4620 for additional information.

The instructions and nomination forms for the 2003 Federal Women's Program Awards are also included. February 28, 2003 is the postmark deadline for submitting nominations.

Enclosures

DRESS FOR SUCCESS MIDWEST

Kathy Lambert, Executive Director
523 S. 5th Street
St. Charles, MO 63301
(636) 940-8027

HOW IT WORKS

Women are referred to Dress for Success by a number of non-profit member organizations like homeless shelters, domestic violence shelters, and job training programs. Each client is provided a suit when she has an interview and a second suit when she accepts a job. Volunteer Personal Shoppers assist clients and, most importantly every client is treated with dignity and respect.

Dress for Success Midwest

Dress for Success Midwest has suited over 4500 women since 1 April 1998. The Midwest Agency now works with over 120 referral agencies, which bring women from all over the St. Louis Metropolitan Area. Currently, there are over 90 volunteers who serve as Personal Shoppers, and give each woman individual attention. Dress for Success is a non-profit organization.

Dress for Success Midwest Location

St. Charles Boutique
523 S. 5th Street
St. Charles, MO 63301
(636) 940-8027

Donation Request List of Accessories

Earrings, both clip-on and pierced (no larger than the size of a quarter)
Bracelets
Scarves
Scarf Clips
Pins
Rings
Pearls
Gold or Silver colored jewelry
(no watches, please)

ALL DONATIONS ARE TAX DEDUCTIBLE

**GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD
 FEDERAL WOMEN'S PROGRAM COUNCIL
 30th ANNUAL TRAINING AND AWARDS SEMINAR
 WEDNESDAY, MARCH 26, 2003**

"WOMEN PIONEERING THE FUTURE"

A G E N D A

7:00 - 8:00	Registration	Registration Committee
8:00 - 8:15	Presentation of the Colors National Anthem	Honor Guard U.S. Army Reserve Personnel Command
	Welcome	Bonita Bernaugh, President Federal Women's Program Council Defense Finance and Accounting Service St. Louis
	Opening Remarks	John Nassif, Chair FEB Special Emphasis Programs Farm Service Agency
8:15 - 9:00	Long Term Care	Beth O'Brien, Senior Accounts Manager Long Term Care Partners, LLC.
9:00 - 9:45	Thrift Savings Plan	Kenneth Cluck Rick Strickland FTP, Associates
9:45 - 10:00	Break	
10:00 - 11:00	How to Deal with Difficult People	SSG Toya Y. Moore Family Advocacy, Scott AFB
11:00 - 12:00	Keynote Address	Linda Pulliam-Key, Executive Director Lifting People Higher
12:00 - 1:15	Lunch	
	Musical Selection	Florence Lawshe', Computer Specialist CSC
1:15 - 2:00	Leadership Skills For 21 st Century Women	Fred Martels, Managing Partner People Solution Strategies
2:00 - 2:45	Women in Law From the Early 19 th Century to Present	Stephanie Winter, Attorney & Counselor at Law U.S. Army Reserve Personnel Command
2:45 - 3:30	Awards Presentation	Alberta Gully, Chair Awards Committee National Imagery & Mapping Agency
3:30 - 4:00	Closing Remarks	Susanne Franza Valdez, Executive Director Greater St. Louis Federal Executive Board

ORLANDO'S
March 26, 2003

******* Morning Greeting Breakfast Menu *******

Assorted Doughnuts
Assorted Danish
Fresh Fruit Display
Orange Juice
Morning Coffee Station

******* BUFFET LUNCH MENU *******

Chicken Spendini (Split)

Roast Pork in Gravy

Fettucine Alfredo

Roasted Garlic Mashed Potatoes

Medley of Vegetables

Italian Garden Salad

Dinner Rolls and Butter

***** Dessert *****
Apple Crisp

**** Beverages ****

Coffee
Ice Tea

******* Note *******

Special Dietary Needs Must Be Requested On Registration Form

**GREATER ST. LOUIS FEDERAL WOMEN'S PROGRAM COUNCIL
30TH ANNUAL TRAINING AND AWARDS SEMINAR**

**Wednesday - March 26, 2003
ORLANDO'S
4300 HOFFMEISTER
Highway 55 at Union, East Outer Road
(314)638-6660**

REGISTRATION FORM

Registrations **must be postmarked by Thursday-March 20, 2003**. Cancellations will not be honored after **Friday-March 14, 2003**. Agencies may substitute participants at any time. Phone or fax reservations will not be accepted. **Checks returned for insufficient funds will be charged the service fee of the financial institution handling the transactions, plus the amount of the check.**

REGISTRATION FEE: \$35 (includes continental breakfast and lunch)																		
Name:	Date:																	
Agency:	Phone Number:																	
Address:																		
City:	State:	Zip:																
AGENCY METHOD OF PAYMENT																		
<input type="checkbox"/> Training Form/Purchase Order Number:																		
<input type="checkbox"/> VISA/M-Card #:	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td> </td> </tr> </table>						-				-				-			
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<input type="checkbox"/> Expiration Date	<table border="1"> <tr> <td> </td><td> </td><td>-</td><td> </td><td> </td> </tr> </table>			-			<input type="checkbox"/> Signature											
		-																
The Total Payment Submitted:																		
INDIVIDUAL METHOD OF PAYMENT																		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check #	<input type="checkbox"/> Money Order #																
The Total Payment Submitted:																		
SPECIAL NEEDS																		
<input type="checkbox"/> Wheelchair	<input type="checkbox"/> Dietary																	
<input type="checkbox"/> Interpreter: ___ASL ___Oral ___Total Communication																		
<input type="checkbox"/> Other (Please be specific):																		

Please return registration with training form, purchase order, check, money order, or credit card # to:
Federal Women's Program Council
P.O. Box 771493
St. Louis, MO 63177-2493

Questions may be directed to:
Registration: Alberta Gully, FWPC Vice President, (314) 263-4620
Billing: Joyce Pawlitschek, FWPC Treasurer, (314) 206-2672

**GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD
FEDERAL WOMEN'S PROGRAM COUNCIL
ANNUAL AWARDS PROGRAM**

AWARDS PACKAGE

PURPOSE: To recognize employees and organizations giving significant effort and making considerable progress to improve themselves or the overall status of women in accordance with the goals and objectives of the Federal Women's Program.

CRITERIA: Development and participation in activities or programs that insure equal employment opportunities and foster improved status for women; and successful completion of formal or informal education, training, or other developmental activities leading to more productive employment.

EVALUATION PERIOD: Credit will be given only for accomplishments and education occurring from January 1, 2002 to December 31, 2002.

CATEGORIES: Awards will be presented in each of the following categories:

Agency Award is given for achievement in eliminating barriers to females. Two awards are given based on size — below and above 301 employees.

Manager Award recognizes a supervisor and manager who promotes equal employment opportunity and improves the status of women preparing them to be more confident and competitive in their career development.

Supervisor Award recognizes a supervisor who promotes equal employment opportunity and improves the status of women preparing them to be more confident and competitive in their career development.

Self-Development Award is given to a non-supervisory employee for achievement in developmental assignments, successful education opportunities, and successful completion of government training programs enabling the nominee to be a more valuable employee and attain high job potential. The award is given in three groups:

Grade 6 or equivalent and below
Grade 7 - 11 or equivalent
Grade 12 - 13 or equivalent

Federal Women's Program Manager Award is given to the Program Manager whose efforts in programs and activities have prompted employees to expand their horizons and explore their potential so that they may make significant contributions to their agencies and the federal government.

NOMINATIONS: Agencies are encouraged to nominate civilian employees in all pay levels and job series. Military nominees are also encouraged, but must be on active duty. Each agency may submit no more than one nominee in each category for every 301 employees.

WHAT TO SUBMIT:

(1) Original and four TYPED copies of the nomination package.

(2) A suggested award citation, not to exceed one paragraph. This citation will be used for the awards presentation ceremony.

Nomination packages must be complete. Failure to include dates requested, improper inclusion of an activity not completed, or a nomination form postmarked after February 28, 2003 invalidates the nomination. The only information available to the Committee is the nomination package.

SUGGESTIONS:

(1) Complete each element of the form. For those elements not applicable, use N/A.

(2) Be specific; seek assistance from the nominee for specific or additional information.

(3) Ensure that the narrative is understandable to the average person. Avoid the use of acronyms. Please keep in mind the members of the Awards Committee are employees of various agencies and may not be familiar with certain terms and functions being described.

SELECTION PROCEDURE: The Awards Committee reviews the nominations and selects the winners. Questions concerning the award nomination procedures can be directed to a member of the Awards Committee:

Alberta Gully –Chair	(314) 263-4620 Ext. 27
Harriet Allen-Wilson	(314) 592-0000 Ext. 3008
Rose Curtis	(314) 592-0390
Catherine Mayer	(314) 645-1167 Ext. 112
Brenda Vanderford	(314) 331-5445

CLOSING DATE: Nominations must be **postmarked** by Friday, February 28, 2003.

MAIL TO:

Federal Women’s Program Council
P.O. Box 771493
St. Louis, Missouri 63177

**2003 FEDERAL WOMEN'S PROGRAM COUNCIL
AGENCY AWARD**

NOMINEE

Agency _____

Address _____

Size _____ 300 and below _____ 301 and above

Agency Head's Signature _____ Date _____

Agency Contact Person _____ Telephone _____

I. CHARACTERISTICS

A. Full-Time Permanent Employees:

	<u>As of 1/1/02</u>		<u>As of 12/31/02</u>	
	# of Females	Total # of Employees	# of Females	Total # of Employees
GS/M-14 & above	_____	_____	_____	_____
GS/M-13	_____	_____	_____	_____
GS-12	_____	_____	_____	_____
GS-9-11	_____	_____	_____	_____
Total Employees GS-9 & above	_____	_____	_____	_____

B. Full-Time Permanent Employees In Supervisory/Management Positions

	<u>As of 1/1/02</u>		<u>As of 12/31/02</u>	
	# of Females	Total # of Employees (Male & Female)	# of Females	Total # of Employees (Male & Female)
GS/M-14 & above	_____	_____	_____	_____
GS/M-13	_____	_____	_____	_____
GS-12	_____	_____	_____	_____
GS-9-11	_____	_____	_____	_____
Total Supv/Mgrs GS-9 & above	_____	_____	_____	_____

C. Affirmative Employment Plan progress, projected versus actual (women only).
Use numbers only, otherwise credit will not be given.

2002 GOALS

ACTUAL AS OF 12/31/02

D. Number of employees promoted into top management positions (above second level of supervision at a minimum branch level) during evaluation period: ____

Number of female employees promoted into top management positions (above second level of supervision at a minimum branch level): ____ Specify below:

<u>Title</u>	<u># of Persons</u>	<u>Series</u>	<u>Grade</u>	<u>Date Promoted</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

E. Total promotions from January 1, 2002 - December 31, 2002: _____

Number of females promoted: _____ Specify below:

<u>Title</u>	<u># of Persons</u>	<u>Series</u>	<u>Grade</u>	<u>Date Promoted</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

F. Number of Upward Mobility positions staffed during evaluation period: _____

Number of Upward Mobility positions staffed by female employees: _____ Specify below:

<u>Title</u>	<u># of Persons</u>	<u>Series</u>	<u>Grade</u>	<u>Date Promoted</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

G. Number of employees approved for job-related training during the evaluation period:
male _____ female _____

II. FEDERAL WOMEN'S PROGRAM SUPPORT

A. Support for and/or participation in FWP functions (St. Louis Council and agency programs, etc.) during evaluation period. State the total number of persons from your agency who attended the following seminars and meetings:

_____ FWP Council Training and Awards Seminar (March 2002)

_____ FWP Monthly Council Meetings

_____ Number of Council meetings attended

B. Identify and list those activities your agency has donated in support of above listed programs (such as providing printing services, audiovisual equipment, speakers).

III. COMMUNITY SERVICE

List the community activities your agency has sponsored/participated in support of women. Provide the following information for each activity:

<u>Name of Activity/Organization</u>	<u>Date(s)</u>	<u>Agency Role</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**2003 FEDERAL WOMEN'S PROGRAM COUNCIL
FEDERAL WOMEN'S PROGRAM MANAGER AWARD**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Agency: _____

Total number of employees: _____ Number of female employees: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

I. ACCOMPLISHMENTS

A. List accomplishments the FWP Manager has made in EEO within the evaluation period such as projects completed or underway, workshops conducted, FWP Plan of Action goals completed, Affirmative Action programs, etc. List only those duties relating to the Federal Women's Program.

B. List community activities the FWP Manager has been involved with during the evaluation period; i.e., women's shelters, Federally Employed Women (FEW) activities, etc).

C. List college courses completed during the evaluation period for which credit was received and is applicable toward a 2-year, 4-year, or advanced degree.

<u>Title of Course</u>	<u>School</u>	<u>No. of Credit Hours Earned</u>	<u>Date Completed</u>

D. List degree(s) completed during the evaluation period.

Type of Degree	Date Completed
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E. List government-sponsored training courses, professional adult education courses, and correspondence completed.

<u>Title of Course</u>	<u>Presented By</u>	<u>Length No. of Hours</u>	<u>Date Completed</u>
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II. FEDERAL WOMEN'S PROGRAM COUNCIL INVOLVEMENT

List all actions the FWP Manager took to support the FWP Council during the evaluation period.

Date appointed as agency's FWP Manager _____

Date appointed as agency's Council representative _____

Attended FWPC meetings

- Dates attended: _____

Served on a committee(s)

- Name of committee(s): _____

Held an appointed position (i.e., Annual Training Seminar Chairperson)

- Position title: _____

Held an office

- Office title: _____

**2003 FEDERAL WOMEN'S PROGRAM COUNCIL
SUPERVISOR AWARD**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Number of Employees Supervised: 30 and below _____ 31 and above _____

Agency: _____

Total number of employees: _____ Number of female employees: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

I. ACHIEVEMENT

A. Briefly list and explain actions supported and/or programs developed (i.e. cross-training, establish upward mobility position, development and implementation of individual development plan) to increase job competitiveness and career development of women during the evaluation period. Provide the following information for each:

- Programs/actions
- Date initiated
- Identify results of actions/programs and date accomplished

B. Job-related recognition: List specific activities/actions/awards and dates that furthered the goals of the Federal Women's Program during the evaluation period.

C. Outside activities that contributed to the mission of the Federal Women's Program. List and explain actions such as:

- Involvement in private organizations
- Name/phone number of organization official who can be contacted for additional information
- Offices held /Committees Chaired
- Other significant contributions

**2003 FEDERAL WOMEN'S PROGRAM COUNCIL
MANAGER AWARD**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Manager ____ Director ____ Office Chief ____ Project Manager ____

Number of Employees Supervised: 50 and below _____ 51 and above _____

Agency _____

Total number of employees _____ Number of female employees _____

Address _____

Supervisor's Name _____ Telephone _____

Supervisor's Signature _____ Date _____

I. ACHIEVEMENT

A. List specific instances of nominations and/or selections of women into long term and/or executive development programs. Provide the following information for each:

- Program/training title
- Number of employees nominated/selected
- Number of female employees nominated/selected
- Date of nomination

B. List specific instances of placement of women into supervisory positions during the evaluation period. Provide the following information for each:

- Position title
- Number of employees supervised
- Date of placement

C. List specific activities/actions and dates which furthered the goals of the Federal Women's Program during the evaluation period.

**2003 FEDERAL WOMEN'S PROGRAM COUNCIL
NON-SUPERVISORY SELF-DEVELOPMENT AWARD
GS-7 - GS-11 (or equivalent)**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Agency: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

SELF-DEVELOPMENT ACHIEVEMENTS

A. External Organizations/Activities: List specific instances or accomplishments. Provide the following for each:

- Name of organization
- Offices held and terms of office dates
- Committees chaired and dates held
- Other significant responsibilities/contributions during evaluation period (e.g. speeches)
- Name/phone number for organization official to contact for additional information.

B. Internal Organization/Project Activities: List significant activity/assignments. The performance of these activities provides opportunities to further develop career-enhancing knowledge and skills. Skill examples include organizing, negotiating, communicating, analyzing, and budgeting. Activity examples include membership in special agency task forces or committees, chairing the Combined Federal Campaign drive, or serving as union steward.

- Organization or activity
- Office or level or responsibility held and dates
- Description and scope of your responsibility (division-wide, directorate-wide, etc)

C. Education Completed: List only courses completed during the evaluation period for which college credit was received and is applicable toward a 2-year, 4-year or advanced degree.

<u>Title of Course</u>	<u>School</u>	<u>No. of Credit Hours Earned</u>	<u>Date Completed</u>

D. List government-sponsored training courses, professional adult education courses, Microsoft Certification, correspondence courses, etc., completed.

<u>Title of Course</u>	<u>Presented By</u>	<u>Length No. of Hours</u>	<u>Date Completed</u>

E. List degree(s) completed during the evaluation period.

<u>Type of Degree</u>	<u>Date Completed</u>

F. Awards - Job-Related Recognition: List below the types of formal recognition that you have received for job performance during the evaluation period.

<u>Type</u>	<u>Number Received</u>	<u>Date Received</u>
Invention of Patent		
Quality Step Increase		
Sustained Superior Performance Award		
Special Achievement Act or Service		
Honorary Government or Agency-wide Award		
Suggestion		
EEO		
Safety/Health		
Merit Promotion		
Other (Specify)		

**2003 FEDERAL WOMEN'S PROGRAM COUNCIL
NON-SUPERVISORY SELF-DEVELOPMENT AWARD
GS-12-13 (or equivalent)**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Agency: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

SELF-DEVELOPMENT ACHIEVEMENTS

A. External Organizations/Activities: List specific instances or accomplishments. Provide the following for each:

- Name of organization
- Offices held and terms of office dates
- Committees chaired and dates held
- Other significant responsibilities/contributions during evaluation period (e.g. speeches)
- Name/phone number of organization official who can be contacted for additional information.

B. Internal Organization/Project Activities: List significant activity/assignments in which you have participated during the evaluation period. The performance of these activities would provide opportunities to further develop career-enhancing knowledge and skills. Skill examples may include: organizing, negotiating, communicating, analyzing, budgeting. Activity examples may include membership in special agency task forces or committees, chairing the Combined Federal Campaign drive, or serving as union steward.

- Organization or activity
- Office or level or responsibility held and dates
- Description and scope of your responsibility (division-wide, directorate-wide, etc)

C. Education Completed: List courses completed during the evaluation period. Courses for which college credit was received and is applicable toward a 2-year, 4-year or advanced degree.

<u>Title of Course</u>	<u>School</u>	<u>No. of Credit Hours Earned</u>	<u>Date Completed</u>

D. List government-sponsored training courses, professional adult education courses, Microsoft Certification, correspondence courses, etc., completed.

<u>Title of Course</u>	<u>Presented By</u>	<u>Length (No. of Hours)</u>	<u>Date Completed</u>

E. List degree(s) completed during the evaluation period.

<u>Type of Degree</u>	<u>Date Completed</u>

F. Awards - Job-Related Recognition: List below the types of formal recognition that you have received for job performance during the evaluation period.

<u>Type</u>	<u>Number Received</u>	<u>Date Received</u>
Invention of Patent		
Quality Step Increase		
Sustained Superior Performance Award		
Special Achievement Act or Service		
Honorary Government or Agency-wide Award		
Suggestion		
EEO		
Safety/Health		
Merit Promotion		
Other (Specify)		

**2003 FEDERAL WOMEN'S PROGRAM COUNCIL
NON-SUPERVISORY SELF-DEVELOPMENT AWARD
GS-6 AND BELOW (or equivalent)**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Agency: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

SELF-DEVELOPMENT ACHIEVEMENTS

A. External Organizations/Activities: List specific instances or accomplishments.

Provide the following for each:

- Name of organization
- Offices held and terms of office dates
- Committees chaired and dates held
- Other significant responsibilities/contributions (e.g. speeches)
- Name/phone number for organization official to contact for additional information.

B. Internal Organization/ Activities: List significant activity/assignments. The performance of these activities provides opportunities to further develop career-enhancing knowledge and skills. Skill examples include: organizing, negotiating, communicating, analyzing, budgeting. Activity examples include membership in special agency task forces or committees, chairing the Combined Federal Campaign drive, or serving as union steward.

- Organization or activity
- Office or level or responsibility held and dates
- Description and scope of your responsibility (division-wide, directorate-wide, etc)

C. List only college courses completed during the evaluation period for which credit was received and is applicable toward a 2-year, 4-year or advanced degree.

<u>Title of Course</u>	<u>School</u>	<u>No. of Credit Hours Earned</u>	<u>Date Completed</u>
<hr/>			

D. List government-sponsored training courses, professional adult education courses, correspondence courses, etc., completed.

<u>Title of Course</u>	<u>Presented By</u>	<u>Length (No. of Hours)</u>	<u>Date Completed</u>
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E. List degree(s) completed during the evaluation period.

<u>Type of Degree</u>	<u>Date Completed</u>
<hr/>	

F. Awards - Job-Related Recognition: List below the types of formal recognition that received for job performance.

<u>Type</u>	<u>Number Received</u>	<u>Date Received</u>
Invention of Patent		
Quality Step Increase		
Sustained Superior Performance Award		
Special Achievement Act or Service		
Honorary Government or Agency-wide Award		
Suggestion		
EEO		
Safety/Health		
Merit Promotion		
Other (Specify)		